

UNITED STATES MARINE CORPS
Marine Corps Air Facility
2100 Rowell Road
Quantico, Virginia 22134-5063

AFO 4205.1B
AF 145
5 Jan 93

AIR FACILITY ORDER 4205.1B

From: Commanding Officer
To: Distribution List

Subj: PURCHASING IN THE OPEN MARKET

Ref: (a) NAVSUPINST 4200.81A
(b) NRCC Phila, PA ltr 4206 Ser 032/1827 of 14 Aug 92
(c) Federal Acquisition Regulations (FAR)
(d) Defense FAR Supplement (DFARS)
(e) Navy Acquisition Procedures Supplement (NAPS)
(f) NAVSUPINST 4200.85
(g) AFO 4400.2B
(h) SECNAVINST 7042.7

Encl: (1) Common Open Purchase Material Stocked at Navy Supply
(2) Alphabetical List of Items Requiring Special Attention

1. Purpose. To establish purchasing responsibilities, policies, and guidelines for submitting requests for supplies/services which require routine or emergency procurement action in the open market.

2. Cancellation. AFO 4205.1A.

3. Information

a. References (a) and (b) establish purchasing authority for this Command and provide administrative regulations governing purchasing procedures. References (a) through (f) define the responsibility and authority assigned to contracting officers. The authority to legally control, obligate, and expend appropriated funds (no authority exists for the MCAF to obligate non-appropriated funds) in the open market (for MCAF and HMX-1) is delegated solely to the MCAF Supply Officer and his duly appointed contracting officer(s). No other individuals within MCAF or HMX-1 have been delegated this authority. Procurement by unauthorized personnel effectively eliminates competitive bidding, involves the procurement of items from unauthorized sources, and prohibits the required rotation of purchases among small business establishments. These are called unauthorized commitments and require the forwarding of justification data to the Navy Regional Contracting Center (NRCC), Washington, DC in accordance with references (c) through (f) before payment to the contractor can be effected.

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b. Locally procured items carried by the HMX-1 Supply Section under locally assigned stock numbers are listed in enclosure (1).

c. All requests for maintenance services on typewriters, adding machines, copiers, and calculators (which are not covered under existing service contracts), will be submitted to the Marine Corps Property Branch of the MCAF S-4 Section. Maintenance of these items is usually accomplished by MCCDC Machine Repair (on a reimbursable basis).

4. Policy

a. Purchase Request. The MCAF Supply Section has a purchasing staff trained in purchase procedures and are the only people authorized to make purchases. First, though, all requests for the purchase of supplies/services in the open market will be submitted to the Inventory Control Branch, HMX-1 Supply Section on a DD Form 1348 or NAVSUP Form 1153 (8C) prepared in accordance with reference (g). The Inventory Control Branch will perform technical research to identify items available in the Department of Defense Supply System. If not available from this source, the request will be treated as an open market item and forwarded to the MCAF Purchasing Agent.

b. Activities receiving purchase support from the MCAF Supply Section will not make any commitments and/or obligations to commercial vendors. This function will be performed only by the MCAF Purchasing Agent and Contracting Officer.

c. Unauthorized Commitments. Invoices cannot and will not be processed for payment unless the purchase action was accomplished by the MCAF Purchasing Agent. Invoices for unauthorized commitments/procurements will be forwarded to NRCC, Washington, DC with written justification provided by the requisitioner as required by references (c) through (f). If NRCC Washington deems the written justification insufficient or inappropriate, personal liability will result.

d. Priority Designators. Priority designators will be assigned by the requestor in accordance with reference (g). The Purchasing Agent will take action to provide supplies/services consistent with the priority, required delivery date, and availability in the local market; therefore, advance planning and timely submission of requests by the customer is essential.

e. Standard Stock Material. Every effort should be made to use national stock numbered items or material listed on Federal Supply Schedules prior to initiating procurement action in the open market. If national stock numbered or Federal Supply Schedule material is available and procurement action in the open market is still desired, the requestor must submit a complete justification stating why the standard stock material is unacceptable.

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f. Sole Source. Customers designating a "sole source" for open market procurements must provide in writing the reason why only that particular source will satisfy the requirement (references (c) through (e) provide guidelines for the completion of a "sole source" justification). Without substantial justification, the Purchasing Agent is required to follow standard purchasing procedures.

g. Procurement Authority. The procurement authority for the MCAF Purchasing Agent is currently \$25,000.00 (including emergency procurement of aeronautical materials in accordance with ASOINST 4225.1L). Any purchase request exceeding this amount (except for items on Federal Supply Schedules) will be forwarded to Naval Regional Contracting Center Washington for procurement action. "Splitting" requirements in order to avoid exceeding the \$25,000.00 procurement authority is prohibited and will result in delay or cancellation of the purchase request.

5. Prohibited Purchases. Purchase of the following items with appropriated funds is prohibited:

a. Entertainment. Includes food and beverage (e.g., coffee, snacks and refreshments) for any occasion. However, controlled food and beverage procurement with Official Representation Funds for the Executive Mission aircraft is authorized. The instructions for procurement with Official Representation Funds are contained in reference (h).

b. Business or Calling Cards. These items are considered a personal expense item which may not be paid for with appropriated funds.

c. Seasonal greeting cards and decorations. The cost of these items is generally not a proper charge against appropriated funds.

d. Wearing apparel. Except in specifically approved instances (such as for Organizational Clothing), items of wearing apparel are considered personal items to be purchased/replaced by the individual utilizing the Annual Cash Allowance (Clothing Replacement Allowance).

6. Imprest Fund Purchases. The HMX-1 Supply Section maintains a cash fund that allows immediate procurement of open market material costing \$500.00 or less. To obtain more information about the Imprest Fund, contact the Purchasing Agent or Imprest Fund Clerk at 640-2661.

7. Restricted Purchases. Enclosure (2) lists items which require special approval before purchase. When considering the acquisition of any item on this list, contact the Purchasing Agent/Contracting Officer at 640-2661 to determine the appropriateness of the intended procurement.


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8. Processing Time. The processing time for open purchase requests varies considerably. It is dependent upon the priority and the dollar amount of the request, as well as the stock availability from the intended vendor(s). In general, allow at least ten days processing time before making follow-up inquiries.

9. Price Changes. The requestor will be notified of any price change of 10% or \$100 (whichever is greater)

10. Emergency Purchase Procedures. Emergency requests for supplies/services will be hand-carried or telephoned to the MCAF Purchasing Agent. At a minimum, the nomenclature, part number, possible source, and document number need to be provided. For telephonic transmissions, a hardcopy requisition will still be required to support the purchase request.

11. Inspection. All supplies obtained through the open purchase method (including imprest fund) must be inspected and the delivery document certified by the HMX-1 Supply Receiving Section, Building 2121.


L. L. LARSON

DISTRIBUTION: B

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COMMON OPEN PURCHASE MATERIAL STOCKED AT NAVY SUPPLY

OLD STOCK NUMBER	NEW STOCK NUMBER	NOMENCLATURE	U/I	COG	U/P
4730-LL-L00-0006	9999-LL 00-0001	Grid	EA	9G	82.99
4730-LL-L00-0009	9999-LL 00-0002	Electric Harness	EA	9G	265.75
4730-LL-L00-0010	9999-LL 00-0003	Helical Spring	EA	9G	61.00
4730-LL-L00-0011	9999-LL 00-0094	Brake Cable	EA	9G	183.10
4730-LL-L00-0012	9999-LL 00-0004	Casters	EA	9G	29.30
7510-LL-L00-0015	9999-LL 00-0005	Calculator Tape	RO	9G	1.54
7530-LL-L00-0019	9999-LL 00-0006	Xerox Paper 8.5 X 11	CS	9G	38.00
7530-LL-L00-0020	9999-LL 00-0103	Xerox Paper 8.5 X 14	CS	9G	30.00
7930-LL-L00-0022	9999-LL 00-0007	Dupont Cleaner #7	CN	9G	4.30
7930-LL-L00-0023	9999-LL 00-0008	Brasso	CN	9G	1.60
7930-LL-L00-0024	9999-LL 00-0009	NuFinish Wax	CS	9G	46.08
7930-LL-L00-0025	9999-LL 00-0010	Glory	CN	9G	3.30
7930-LL-L00-0026	9999-LL 00-0011	Lemon Pledge	CN	9G	2.30
7930-LL-L00-0027	9999-LL 00-0012	409 Cleaner	EA	9G	4.00
7930-LL-L00-0028	9999-LL 00-0013	Armor All Protectant	GL	9G	23.50
7930-LL-L00-0029	9999-LL 00-0014	Mirror Glaze	CN	9G	15.50
7930-LL-L00-0030	9999-LL 00-0015	Windex	CN	9G	1.50
8415-LL-L00-0032	9999-LL 00-0016	Fireman Boots (size 6)	PR	9G	95.00
8415-LL-L00-0033	9999-LL 00-0102	Fireman Boots (size 7)	PR	9G	79.00
8415-LL-L00-0035	9999-LL 00-0104	Fireman Boots (size 9)	PR	9G	80.00
7930-LL-L00-0036	9999-LL 00-0017	Ivory Liquid	EA	9G	2.60
8415-LL-L00-0039	9999-LL 00-0095	Fireman Boots (size 13)	PR	9G	81.00
8415-LL-L00-0040	9999-LL 00-0096	Fireman Boots (size 10)	PR	9G	73.00
7930-LL-L00-0042	9999-LL 00-0018	AA-Majic Polish Wax	GL	9G	16.40
7510-LL-L00-0043	9999-LL 00-0019	K-P Ribbons Terminal 26	EA	9G	15.00
7530-LL-L00-0044	9999-LL 00-0020	Savin Paper 8.5 X 11	BX	9G	47.50
7530-LL-L00-0045	9999-LL 00-0097	Savin Paper 8.5 X 14	BX	9G	44.00
7510-LL-L00-0046	9999-LL 00-0021	CPR Ink Cart Terminal 32	EA	9G	18.00
7510-LL-L00-0047	9999-LL 00-0022	Burroughs Ribbon Mates	EA	9G	4.75

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OLD STOCK NUMBER	NEW STOCK NUMBER	NOMENCLATURE	U/I	COG	U/P
7530-LL-L00-0049	9999-LL-000-0023	Flexowriter 6 Part SRS	CT	9G	95.00
7530-LL-L00-0050	9999-LL-000-0024	Cassette Tape (C-3)	EA	9G	10.86
7530-LL-L00-0051	9999-LL-000-0098	Flexowriter 2 Part	CT	9G	120.00
7930-LL-L00-0052	9999-LL-000-0105	409 Cleaner (22 oz.)	EA	9G	1.45
7530-LL-L00-0053	9999-LL-000-0025	Alden Fax Paper	CS	9G	85.00
7930-LL-L00-0054	9999-LL-000-0099	Carpet Fresh	EA	9G	2.47
7930-LL-L00-0055	9999-LL-000-0026	K2R Spot Remover	EA	9G	3.09
7930-LL-L00-0056	9999-LL-000-0027	Zep 40 (spray cleaner)	CN	9G	5.00
7930-LL-L00-0057	9999-LL-000-0028	Zep Reach	GL	9G	18.35
7930-LL-L00-0058	9999-LL-000-0029	Zep Plus E	GL	9G	11.40
7930-LL-L00-0059	9999-LL-000-0030	Zep A-One	GL	9G	15.80
7930-LL-L00-0060	9999-LL-000-0031	Zep Protect-All	GL	9G	58.40
7930-LL-L00-0061	9999-LL-000-0032	Zeperex (Quarts)	CS	9G	114.25
7930-LL-L00-0062	9999-LL-000-0033	Zep Double Play	GL	9G	18.35
	9999-LL-000-0150	Thrust Out Cleaner	DR	9G	481.25

OLD STOCK NUMBER	NEW STOCK NUMBER	NOMENCLATURE	P/N	U/I	COG	U/P
Polyurethane Paints						
8010-LL-L00-0063	9999-LL-000-0034	Green	G4124	GL	9G	81.52
8010-LL-L00-0064	9999-LL-000-0035	White	G8009	GL	9G	67.66
8010-LL-L00-0065	9999-LL-000-0036	Black	G2017	GL	9G	61.72
8010-LL-L00-0066	9999-LL-000-0037	Red	G7001	GL	9G	81.52
8010-LL-L00-0067	9999-LL-000-0038	Blue	G5002	GL	9G	71.02
8010-LL-L00-0068	9999-LL-000-0039	Clear Top Coat	G3005	GL	9G	51.23
8010-LL-L00-0069	9999-LL-000-0040	Yellow	G9046	GL	9G	24.08
	9999-11-000-0135	Gold	F9060	QT	9G	54.58

Thinners						
8010-LL-L00-0070	9999-LL-000-0041	Fast Act. Reducer	T0002	GL	9G	21.50
8010-LL-L00-0071	9999-LL-000-0042	Urethane Reducer	T0003	GL	9G	24.50
8010-LL-L00-0072	9999-LL-000-0043	Primer Reducer	T0006	GL	9G	16.72
8010-LL-L00-0073	9999-LL-000-0100	AWL Surface Prep	T0008	GL	9G	15.32
8010-LL-L00-0074	9999-LL-000-0044	Top Coat Converter	G3010	GL	9G	68.58
8010-LL-L00-0075	9999-LL-000-0045	Wax & Grease	T0115	GL	9G	12.10
8010-LL-L00-0112	9999-LL-000-0046	Acrylic	GR01545	5GL	9G	30.00

Primers						
8010-LL-L00-0076	9999-LL-000-0047	White 545	D8001	GL	9G	42.60
8010-LL-L00-0077	9999-LL-000-0048	Converter 545	D3001	GL	9G	35.78
8010-LL-L00-0078	9999-LL-000-0049	High Build	D9002	GL	9G	41.64
8010-LL-L00-0079	9999-LL-000-0050	Converter/High Build	D9003	GL	9G	41.64
8010-LL-L00-0080	9999-LL-000-0051	Base Primer	S9001	GL	9G	45.11
8010-LL-L00-0081	9999-LL-000-0052	Converter/Base	S3001	GL	9G	27.43

ENCLOSURE 1

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OLD STOCK NUMBER	NEW STOCK NUMBER	NOMENCLATURE	P/N	U/I	COG	U/P
Buffing Equipment and Compounds						
5130-LL-L00-0082	9999-LL-000-0053	Polish Pad	05712	EA	9G	6.90
5130-LL-L00-0083	9999-LL-000-0054	Compound Pad	05713	EA	9G	7.65
5130-LL-L00-0084	9999-LL-000-0055	Backup Pad	05717	EA	9G	23.68
5130-LL-L00-0113	9999-LL-000-0056	Final Glaze	3M-5988	QT	9G	6.23
Line Tape						
7510-LL-L00-0085	9999-LL-000-0057	Line Tape Blue 1X8	06404	RO	9G	3.53
7510-LL-L00-0086	9999-LL-000-0058	Line Tape Blue 1X2	06408	RO	9G	4.59
7510-LL-L00-0087	9999-LL-000-0059	Line Tape 1X8	06300	RO	9G	3.27
7510-LL-L00-0088	9999-LL-000-0060	Line Tape 1X4	06301	RO	9G	3.27
7510-LL-L00-0089	9999-LL-000-0061	Line Tape 1X2	06302	RO	9G	3.92
7510-LL-L00-0128	9999-LL-000-0062	Line Tape Blue	06409	RO	9G	5.65
Paint Booth/Misc Supplies						
7920-LL-L00-0090	9999-LL-000-0063	Tack Rags	03192	BX	9G	6.96
4730-LL-L00-0091	9999-LL-000-0064	20X20 Filter	FIL-856000	CS	9G	10.80
4730-LL-L00-0092	9999-LL-000-0065	Accordin Filter	FIL-29-359	CS	9G	92.82
8010-LL-L00-0093	9999-LL-000-0066	Paint Paddle	DX1200	CS	9G	50.00
8010-LL-L00-0094	9999-LL-000-0067	Paint Strainer	XCD-5	CS	9G	80.00
4240-LL-L00-0095	9999-LL-000-0068	Respirator	6986	EA	9G	23.69
5350-LL-L00-0096	9999-LL-000-0069	Acrylic Putty	5966	EA	9G	6.23
5350-LL-L00-0097	9999-LL-000-0070	Sanding Block	05442	EA	9G	7.52
5350-LL-L00-0098	9999-LL-000-0071	Sanding Block	05441	EA	9G	8.86
Lacquer Paint Cage Metal Shop						
8010-LL-L00-0099	9999-LL-000-0072	Green	HMX-1	PT	9G	17.95
8010-LL-L00-0100	9999-LL-000-0073	White	A1802	PT	9G	12.10
8010-LL-L00-0101	9999-LL-000-0074	Black	A946	PT	9G	12.10
8010-LL-L00-0102	9999-LL-000-0075	Beachwood	A18047	PT	9G	14.95
8010-LL-L00-0103	9999-LL-000-0076	Gray	HMX-5612	PT	9G	17.95
8010-LL-L00-0104		Blue/Gray	0180	PT	9G	
8010-LL-L00-0105		Dark Brown	43671	PT	9G	
8010-LL-L00-0106		Light Gray	0270	PT	9G	
8010-LL-L00-0107		Red	HMX-2	PT	9G	
8010-LL-L00-0108	9999-LL-000-0077	Bottom Blue	7162	PT	9G	7.95
Accelerator Cage Metal Shop						
8010-LL-L00-0109	9999-LL-000-0078	X98	73013	OZ	9G	4.11
8010-LL-L00-0110	9999-LL-000-0079	X138	73015	OZ	9G	4.11
8010-LL-L00-0111	9999-LL-000-0080	Crater-X	M1017	PT	9G	21.45
Fiberglass						
8010-LL-L00-0114	9999-LL-000-0081	Epoxy Resin	HNU5341	EA	9G	32.27
8010-LL-L00-0115	9999-LL-000-0082	Resin Hardener	HUN3601	EA	9G	11.57

ENCLOSURE (1)

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OLD STOCK NUMBER	NEW STOCK NUMBER	NOMENCLATURE	P/M	U/I	COG	U/P
Cloth Fiberglass						
8010-LL-L00-0116	9999-LL-000-0083	Fine Weave	912	RO	9G	528.00
8010-LL-L00-0117	9999-LL-000-0084	Spreader 3X5	525	BG	9G	8.09
Sandpaper						
5350-LL-L00-0118	9999-LL-000-0085	Ultra Fine	02021	PG	9G	12.78
5350-LL-L00-0119	9999-LL-000-0086	Micro 1200	02022	PG	9G	12.78
5350-LL-L00-0120	9999-LL-000-0087	Micro 1500	02023	PG	9G	12.78
5350-LL-L00-0121	9999-LL-000-0088	Micro 600	02044	PG	9G	12.78
5350-LL-L00-0122	9999-LL-000-0089	Disc 80	01506	RO	9G	42.35
5350-LL-L00-0123	9999-LL-000-0093	Disc 180	01439	RO	9G	36.97
5350-LL-L00-0124	9999-LL-000-0090	Disc 220	01438	RO	9G	36.97
5350-LL-L00-0125	9999-LL-000-0101	Disc 400	01434	RO	9G	36.97
5350-LL-L00-0126	9999-LL-000-0091	Backup Pad	05576	EA	9G	15.34
8010-LL-L00-0127	9999-LL-000-0092	Pump; Epoxy Resin		SE	9G	4.97

ENCLOSURE (1)

ALPHABETICAL LIST OF ITEMS REQUIRING SPECIAL ATTENTION

Advance payments
Advertising
Asbestos and asbestos-containing materials
Airlift assets
Bottle-type water coolers
Calling cards, business cards, and employee identification
Christmas decorations and other seasonal decorations
Coffee pots, coffee, refreshments
Commercial publications
Commercial vehicles; purchase of
Commercial vehicles with drivers
Commercial vehicles without drivers
Communication
Construction
Contracting for civilian personnel classification services
Electric typewriters with special features
Exchange of personal property
Filing equipment
Fireworks displays
Food service equipment and shipboard laundry
Hazardous Material
Incentive music and equipment
Industrial plant equipment
Information System (IS) resources - computer resources
Investment items
Lodging and meals
Luggage
Medical and dental care at civilian non-federal sources
Membership dues
Micrographics
Navy Exchange purchases
Office facsimile transmission equipment (telecopiers)
Personal services
Pesticides
Plaques, ashtrays, Christmas cards, paperweights, and other mementos as giveaway items
Post office box rentals
Printing and duplicating
Purchases from government employees or businesses owned or controlled by government employees
Reprographics equipment
Sensitive compartmented information in contracts
Service contracts crossing fiscal years
Telephone equipment and services
Training
Uniform items

ENCLOSURE (2)

AFO 4205.1B

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Visual Imaging (VI) productions and equipment/material
Visual Information/Audiovisual (AV) production including
Interactive Bider (IVO) acquisition
Visual Information/Acquisition of commercial off-the-shelf Visual
Information (VI) productions
Withdrawal of tax-free alcohol

ENCLOSURE (2)